

# **SiteManager** **Training Manual**



Module F  
Chapter 3-6

**Material Management**  
**Approved Lists**  
**Tester Qualifications**

## **F-3-6-3** **Viewing the** **Testing Qualification Window**

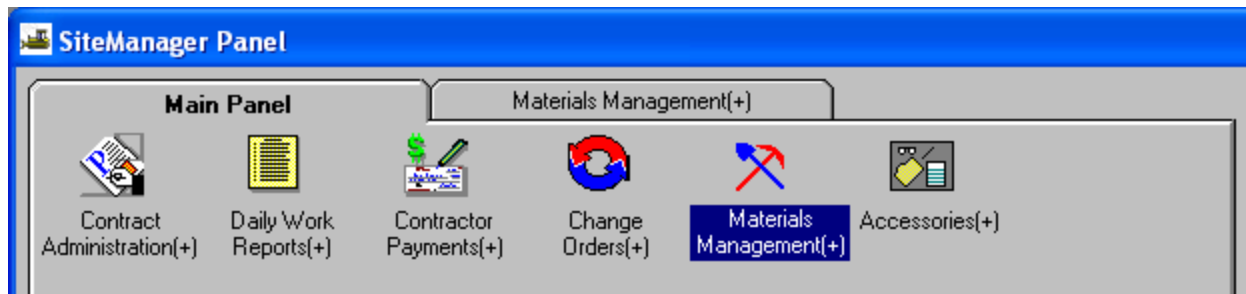
**Student's Version**

Indiana Department of Transportation  
December 2007 Version 3.7b

This page intentionally left blank

# Viewing the Testing Qualification Window

This document will explain how to view information for a tester's qualifications in accordance with the Qualified Laboratory Technician Program and the Certified Technician Program.



“Double-click” on the **Materials Management** icon located on the Main Panel.



“Double-click” on the **Approved Lists** icon.



“Double-click” on the **Tester Qualifications** icon.

**Select Tester**

Selection

User ID

Find :

User ID

User ID	User Name	SM User	Sampler	Tester	Global Tester
d90abern	Bernoli, Anthony	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d90acoat	Coate, Autumn	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d90aful	Fault, Ash	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
d90alinc	Lincoln, Abraham	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d90amann	Mannington, Anitha	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
d90anorm	Normal, Abby	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d90asmit	Smith, Ahanu	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

OK Cancel

Use the Scroll or Find/Filter/Sort technique to locate the appropriate **Test Person Name**. “Double-click” on the appropriate **Test Person Name**.

**AASHTO SiteManager**

File Edit Services Window Help

**Tester Qualifications**

User ID: d90aful User Name: Fault, Ash

Geographic Area: Vincennes District

SM Security User ☒ Sampler ☒ Tester ☒ Global Tester ☒

Test Method:	Type	Authority	Effective Date	Expiration Date	Active Ind
C173 - Concrete	Qual Tech	2007 INDOT - IA	11/09/07 00:00:00	11/08/08 23:59:59	Y
C173 - Concrete	Qual Tech	2006 INDOT - Written	09/22/06 00:00:00	03/31/09 00:00:00	Y
C173 - Concrete	Qual Tech	2006 INDOT - IA	09/22/06 00:00:00	09/22/07 00:00:00	N
Other Test Methods	Other	OTHO	03/23/06 00:00:00	12/31/49 00:00:00	N

Test Method Template	Test Method Template Description
C173-v1	Air Content of Mixed concrete by Volumetric Method
T119E-v1	Slump of Portland Cement Concrete (ENGLISH)
T119M-v1	Slump of Portland Cement Concrete (METRIC)

**User ID:** The **User ID** is the tester’s unique SiteManager ID.

**User Name:** The **User Name** is the SiteManager user associated to the **User ID**.

**Geographic Area:** The **Geographic Area** is used to organize testers based on a common geographic work area. Non-INDOT inspectors will be assigned a **Geographic Area** indicative of their title ie: Local Government Agency, Contractor, Consultant, or Supplier.

## Viewing a Tester's Qualifications in the Qualified Laboratory Technicians Program

**AASHTO SiteManager**  
File Edit Services Window Help

**Tester Qualifications**

User ID: d90afaul User Name: Fault, Ash  
Geographic Area: Vincennes District  
SM Security User: ☒ Sampler: ☒ Tester: ☒ Global Tester: ☒

INDOT					
Test Method:	Type	Authority	Effective Date	Expiration Date	Active Ind
C173 - Concrete	Qual Tech	2007 INDOT - IA	11/09/07 00:00:00	11/08/08 23:59:59	Y
C173 - Concrete	Qual Tech	2006 INDOT - Written	09/22/06 00:00:00	03/31/09 00:00:00	Y
C173 - Concrete	Qual Tech	2006 INDOT - IA	09/22/06 00:00:00	09/22/07 00:00:00	N
Other Test Methods	Other	OTHO	03/23/06 00:00:00	12/31/49 00:00:00	N

INDOT	
Test Method Template	Test Method Template Description
C173-v1	Air Content of Mixed concrete by Volumetric Method
T119E-v1	Slump of Portland Cement Concrete (ENGLISH)
T119M-v1	Slump of Portland Cement Concrete (METRIC)

**Test Method:** The **Test Method** field indicates the testing test method and material associated to the test method.

**Type:** The **Type** indicates the type of testing program. The selection that will be utilized per the Qualified Technicians Program is **Qual Tech**.

**Authority:** The **Authority** field indicates the year and how the tester was:  
 Qualified INDOT – Written  
 Passed a proficiency test INDOT - IA

**Effective Date:** the **Effective Date** is the date the tester passed the written qualification requirement and is allowed to sample the material.

**Expiration Date:** The **Expiration Date** is the date that the tester shall no longer be allowed to test the material without some type of additional approval process

**Active Ind:** The **Active Ind** is marked with either a N or Y. N indicates the user is not active for that test, while Y indicated the user is able to run that test

**AASHTO SiteManager**

File Edit Services Window Help

**Tester Qualifications**

User ID: j90afaul User Name: Fault, Ash  
 Geographic Area: Vincennes District

SM Security User ☒ Sampler ☒ Tester ☒ Global Tester ☒

INDOT					
Test Method:	Type	Authority	Effective Date	Expiration Date	Active Ind
C173 - Concrete	Qual Tech	2007 INDOT - IA	11/09/07 00:00:00	11/08/08 23:59:59	Y
C173 - Concrete	Qual Tech	2006 INDOT - Written	09/22/06 00:00:00	03/31/09 00:00:00	Y
C173 - Concrete	Qual Tech	2006 INDOT - IA	09/22/06 00:00:00	09/22/07 00:00:00	N
Other Test Methods	Other	OTHO	03/23/06 00:00:00	12/31/49 00:00:00	N

INDOT	
Test Method Template	Test Method Template Description
C173-v1	Air Content of Mixed concrete by Volumetric Method
T119E-v1	Slump of Portland Cement Concrete (ENGLISH)
T119M-v1	Slump of Portland Cement Concrete (METRIC)

**Test Method Templates** are templates that Testing Personnel use to enter test data created to support each Test Method. There may be one or multiple templates created for each Test Method.

Test Method Template(s) pertaining to a Test Method that is in the Qualified Technician Program are located in the bottom panel.

“Click” the **Close**  button located on the toolbar to exit the **Testing Personnel** window.

## Viewing a Tester's Certifications within the Certified Technician Program

**AASHTO SiteManager**  
 File Edit Services Window Help

**Tester Qualifications**

User ID: bxsbb0a User Name: Board, Bill  
 Geographic Area: Supplier  
 SM Security User: ☒ Sampler: ☒ Tester: ☒ Global Tester: ☐

Test Method:	Type	Authority	Effective Date	Expiration Date	Active Ind
CAPP	Cert Tech	2006 Purdue - CAPP	01/01/06 00:00:00	01/01/09 00:00:00	Y
CAPP	Cert Tech	2003 INDOT - IA	08/21/03 00:00:00	01/01/06 00:00:00	N
CAPP	Cert Tech	2004 INDOT - IA	06/21/04 00:00:00	01/01/06 00:00:00	N
CAPP	Cert Tech	2005 INDOT - IA	04/21/05 00:00:00	01/01/06 00:00:00	N
CAPP	Cert Tech	2003 Purdue - CAPP	01/01/03 00:00:00	01/01/06 00:00:00	N

Test Method Template	Test Method Template Description
D4791-v1	Flat & Elongated Particles
D5821-v1	Coarse Agg Angularity
IT206-v1	Deleterious of Coarse Aggregate

**Test Method:** For Certified Technicians, the **Test Method** field indicates the type of certified program the tester is being certified. The types of programs utilized for testing in the Certified Technician Program are:

- CAPP
- HMA
- Str. Concrete

**Type:** The **Type** indicates the type of testing program. The selection that will be utilized per the Certified Technicians Program is **Cert Tech**.

**Authority:** The **Authority** field indicates the year and how the tester was qualified, certified or passed a proficiency test. The selections that will be utilized when a tester is certified are:

- YYYY Purdue - CAPP
- YYYY Purdue – Str. Conc.
- YYYY Rose Hulman – HMA

where YYYY is the year the tester is certified.

The selection that will be utilized when a tester passes the proficiency portion for a material within the Certified Technicians Program is **YYYY INDOT – IA** where YYYY is the year the tester passes the proficiency portion for the material

**AASHTO SiteManager**  
File Edit Services Window Help

**Tester Qualifications**

User ID: bxsbb0a User Name: Board, Bill  
Geographic Area: Supplier  
SM Security User: ☒ Sampler: ☒ Tester: ☒ Global Tester: ☐

Test Method:	Type	Authority	Effective Date	Expiration Date	Active Ind
CAPP	Cert Tech	2006 Purdue - CAPP	01/01/06 00:00:00	01/01/09 00:00:00	Y
CAPP	Cert Tech	2003 INDOT - IA	08/21/03 00:00:00	01/01/06 00:00:00	N
CAPP	Cert Tech	2004 INDOT - IA	06/21/04 00:00:00	01/01/06 00:00:00	N
CAPP	Cert Tech	2005 INDOT - IA	04/21/05 00:00:00	01/01/06 00:00:00	N
CAPP	Cert Tech	2003 Purdue - CAPP	01/01/03 00:00:00	01/01/06 00:00:00	N

Test Method Template	Test Method Template Description
D4791-v1	Flat & Elongated Particles
D5821-v1	Coarse Agg Angularity
IT206-v1	Deleterious of Coarse Aggregate

**Effective Date:** the **Effective Date** indicates the year the tester is certified. The date is 01/01/yy where yy is the year the tester is certified.

The **Expiration Date** is the date that the tester shall no longer be allowed to test the material without some type of additional approval process.

**Test Method Templates** are templates that Testing Personnel use to enter test data created to support each Test Method.

**Active Ind:** The **Active Ind** is marked with either a N or Y. N indicates the user is not active for that test, while Y indicated the user is able to run that test

Test Method Template(s) that support the Certified Technician Program will be located in the bottom panel.

“Click” the **Close**  button located on the toolbar.



# Testers in the Qualified Technician Program

## F-3-6-3 Group Exercise #1

In the following exercise, you will view associates test methods to a tester in the Qualified Technician Program. INDOT personnel, Rainey Day, passed the proficiency portion of test method D6752 on November 11, 2004. What is the Expiration Date? What is the Test Method Template description?

Log into SiteManager as inquire  
Password pass

Navigation from **Main Panel:**

Double-click: **Materials Management (+)** icon

Double-click: **Approved Lists (+)** icon

Double-click: **Tester Qualifications** icon

Click the Open button located on the toolbar

**Tester ID:** Select d90rday

### **Middle Panel**

Click in the Middle Panel

<b>Test Method</b>	Select	<u>D6752</u>
<b>Type :</b>	Select	<u>Qual Tech</u>
<b>Authority:</b>	Select	<u>2004 INDOT IA</u>
<b>Effective Date:</b>	View	<u>11/11/04</u>

### **Bottom Panel:**

Click in the bottom panel

**Test Method:** Locate D6752-v1

**Note:**

Expiration Date: 01/01/07

Description: Bulk Specific Gravity & Desnity By Corelok

**Note:** After Discussion: Click the **Close** button to exit the **Testing Personnel** window.

## F-3-6-3 Group Exercise #2

In the following exercise, you will view information and qualifications associated to an existing Tester in the Certified Technician Program. Irving M. Boaring. Did Irving take his proficiencies ran in 2006?

Log into SiteManager as inquire  
Password pass

Navigation from **Main Panel:**

Double-click: **Materials Management (+)** icon

Double-click: **Approved Lists (+)** icon

Double-click: **Testing Personnel** icon

Click the **Open** button located on the toolbar

**Tester ID:** Select txsiboa

### **Middle Panel**

Locate Test/Test Method/Authority/Effective Date/Expiration Date

<b>Test Method</b>	Locate	<u>CAPP</u>
<b>Type</b>	Locate	<u>Cert Tech</u>
<b>Authority</b>	Locate	<u>2006 INDOT - IA</u>

**Note:** No. Irving did not take the 2006 proficiencies

**Note:** After Discussion: Click the **Close** button to exit the **Testing Personnel** window.